



City of Manchester Department of Buildings

City Hall -West Wing

One City Hall Plaza

Manchester, New Hampshire 03101

Tel: (603) 624-6475

Fax: (603) 624-6324

e-mail: building@ci.manchester.nh.us

www.ci.manchester.nh.us

The attached Transfer of Ownership Form must be completed when residential rental property is purchased which has a valid Certificate of Compliance.

Return this form along with required fees of \$25.00 to the City of Manchester, Building Department, One City Hall Plaza, Manchester, NH 03101

If you have any questions, please contact our office at 603-624-6475.



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Date: _____

District No. _____

Control Number: _____

Property Address: _____

Previous Owner(s) Name: _____

Owner(s) Address: _____

SECTION 150.109

TRANSFER OF OWNERSHIP

- (1) No rental property being rented, offered for rent or otherwise occupied shall be bought or sold without the property having a certificate of compliance, interim rental permit or transfer permit in effect. This section shall not apply to real estate mortgages but shall apply to foreclosure sales.
- (2) No rental property being rented, offered for rent or otherwise occupied under a certificate of compliance shall be bought, sold or otherwise transferred without an application for assignment of certificate of compliance, including the fee, required by this subchapter, having first been filed with the code official.

SECTION 150.114 (5)

FEES; EXEMPTIONS

\$25.00 per certificate to assign a Certificate of Compliance to a new owner.

Date building acquired: ____/____/____

New Owner(s): _____

Address: _____

Home telephone number: _____

Work telephone number: _____

Other contact: _____

Total Amount Due: \$25.00

Make checks payable to: City of Manchester, NH

Certificate expiration date: ____/____/____